

Position: Accounting Associate

Reports to: Senior Accountant

Responsibilities Overview:

Under general supervision, responsible for the payroll and accounts payable functions of the Company and provides general accounting support as needed.

Primary Duties and Responsibilities:

Payroll:

- Responsible for performing all payroll related activities in a timely fashion to include semi-monthly processing, reconciling and reporting.
- Assist the department in implementing various payroll policies, programs and procedures.
- Ensure proper accounting, reporting and reconciliations follow Company policies and external requirements for all payroll-related activities.
- Calculate manual payroll checks, provide detailed records management, and process wage garnishments.
- Set up new employees in payroll system with appropriate withholdings and benefit deductions.
- Promptly respond to employee inquiries regarding payroll to answer and resolve questions and concerns that arise.
- Continue to educate oneself on new aspects and areas of compliance in payroll as the opportunity arises.

Accounts Payable:

- Review and verify invoices and check requests.
- Process check runs and related mailings.
- Process/enter invoices and purchase orders into QuickBooks; perform related coding & PO matching.
- Prepare and process electronic transfers and payments.
- Prepare analysis of accounts.
- Monitor accounts to ensure payments are up to date.
- Research and resolve invoice discrepancies and issues.
- Maintain vendor files.
- Correspond with vendors and respond to inquiries.

General Accounting Support:

- Assist with Month End Close.
- Assist Accounting team with administrative tasks including filing, mailing, and other projects.
- Prepare month-end reconciliations, as assigned.
- Perform other duties as assigned.

Preferred educational background and skill required:

- High School Diploma or equivalent
- Bachelor's Degree or some related college coursework preferred
- 3-5 years accounting support experience in similar environment
- 2+ years of experience with payroll processing in small to medium sized company for both exempt and non-exempt employees
- Strong knowledge of payroll-related laws and best practices regarding overtime, etc.
- Knowledge of generally accepted accounting principles
- Proficiency in QuickBooks (or similar accounting software) and Microsoft Word and Excel
- Strong attention to detail
- Excellent customer service and communication skills
- Strong math skills related to standard payroll and accounts-payable calculations